

Ana Varela

EXPERIENCE:

Communications Director

February 2021 - Current

- GES Coalition Inc.
 - Developed a new role to address the communication needs across the organization
 - Translated COVID policy materials, web pages, Parent, Student & GL communications, videos, & RC materials to Spanish
 - Marketing representative for the Spanish Advocates Group, focusing on Bilingual staff insights and spanish language material development

Language Coordinator

February 2021 - May 2023

- ET/EA Marketing
 - Developed a new role to address the translation of materials and advocating for accessible materials across the business.
 - Translated Covid Policy materials, web pages, Parent, Student & GL communications, videos, & RC materials to Spanish
 - Marketing representative for the Spanish Advocates Group, focusing on Bilingual staff insights and spanish language material development

Traveler Support Specialist

October 2019 - February 2021

- Education First Cultural Exchange
 - Represent EF Educational Tours while managing customer inquiries via phone, email, & chat as well as maintaining travelers' financial accounts.
 - Assisted Spanish Language Customers by creating Spanish Language versions of our recruitment and communication materials
 - Founding member of the Spanish Advocates Group, focusing on Bilingual staff insights and Spanish language material development

Spanish Language Interpreter

January 2021 - February 2023

- Provide accurate, emotive simultaneous interpretation for in-person meetings
- Provide accurate written translation for print materials such as the GES Gazette

Paralegal

November 2018 - July 2019

- Gault, Nye and Quintana
 - Work directly with attorneys in proofing, drafting, and filing documents with courts.
 - Develop office protocol, schedule appointments, delegate billing tasks

Lead Legal Assistant

June - November 2018

- Refugee and Immigrant Education Center
 - Input client data and personal accounts into E-Immigration, Caspio, and UCORD.
 - Assist attorneys with client follow up, document retrieval, affidavit preparation.
 - Work directly with spanish and indigenous language speaking clients at Shelter.